

PRETREATMENT COORDINATOR - 2731

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work in performing wastewater sampling and inspection of pretreatment facilities and performing chemical and bacteriological tests; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and wearing a self contained breathing apparatus. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning and coordinating industrial pretreatment program; preparing and maintaining files and records; preparing reports.

Coordinates industrial sampling by preparing annual schedules, meeting with industry representatives and discussing problems;

Supervises and administers the Sewer Use Ordinance;

Conducts on-site industrial inspections;

Communicates with industries concerning scheduling of sampling and level of compliance or noncompliance;

Researches and recommends changes in the application of the ordinance;

Calculates headwork analyses and industry permit levels;

Reviews test results for accuracy, consistency and deflection;

Tracks pollutants for permit compliance; calculates monitoring charges and high strength billing;

Supervises outside testing; schedules required testing; coordinates sample collection; completes chain of custody;

Fills-in for pretreatment technician and laboratory technician;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of laboratory techniques, materials and equipment, including those used in standard chemical and biochemical analysis of wastewater; general knowledge of chemical principles, terminology, techniques equipment and laboratory tests pertaining to the analysis of wastewater samples; general knowledge of the processes and treatment stages involved in wastewater treatment; general knowledge of safe handling of hazardous chemicals; ability to operate wastewater process as required; ability to use laboratory and related equipment and to compute and record test results; ability to plan workload to meet time requirements; ability to establish and maintain effective working relationships with associates and industry representatives.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in water or wastewater analysis.

SPECIAL REQUIREMENTS:

Possession of Grade I and Lab Analyst I certificates issued by the State of North Carolina.